

# DOVER AREA SCHOOL DISTRICT

## COMPUTER CURRICULUM PLANNED INSTRUCTION/CURRICULUM GUIDE

### PART A

**COURSE DESCRIPTION:** Third grade computer instruction is intended to provide an opportunity for students to familiarize themselves with a computer and its functions in the classroom and the computer lab. Students will develop keyboarding and document management skills.

**GRADE(S):** 3

**COURSE LENGTH:** 1 Year

**DURATION:** As Stated

**FREQUENCY:** As Stated

**WRITTEN BY:** Terri Landis and Kari Miller

TIME (WEEKS/ CLASSES)	UNIT CONTENT/CONCEPTS/ PROCESS	STATE STANDARD	INSTRUCTIONAL STRATEGIES, LEARNING PRACTICES ACTIVITIES AND EXPERIENCES	MATERIALS AND RESOURCES
3 classes	Proficiency in basic computer terminology and movement <ul style="list-style-type: none"> <li>File, exit, start, shut down, quit, restart</li> <li>Log in-Log out, reboot (according to lab/classroom procedures)</li> <li>Click, double click, drag, using Icons.</li> </ul>	3.7.3 C2	Discussion, teacher demonstration, and student demonstration in lab.  <i>Compass</i> programs ( <i>George Tutorial, Story Book Maker</i> ), teacher demonstration, and student demonstration in lab.	Display device projector for demonstration, teacher created poster or chart based upon lab/classroom procedures and Tutorial computer program ( <i>Compass</i> )
2 classes	Review file management <ul style="list-style-type: none"> <li>Save, print, retrieve, open (external and internal storage)</li> </ul>	3.6.3 B	Teacher demonstration and student demonstration in lab.	Display device projector for demonstration, teacher created poster or chart based upon lab/classroom procedures
1 class	Identify basic computer communications systems (Examples: Web browser, email, on-line searches)	3.7.3 E	Discussion and teacher demonstration.	Display device projector for demonstration, teacher created poster or chart based upon lab/classroom procedures.
Minimum of 7 days per marking period	Keyboarding	3.6.3 DS2	Tutorial computer program ( <i>Type 2 Learn</i> ) Teacher demonstration.	Display device projector for demonstration, and literature.

TIME (WEEK/CLASSES)	UNIT CONTENT/CONCEPTS/ PROCESS	STATE STANDARD (NAT. STANDARD)	INSTRUCTIONAL STRATEGIES, LEARNING PRACTICES ACTIVITIES AND EXPERIENCES	MATERIALS AND RESOURCES
4 classes	Introduce basic word processing skills <ul style="list-style-type: none"> <li>• fonts, bold, underline, italicize, editing, centering</li> </ul>	3.7.3 D	Teacher demonstration and student demonstration in lab/classroom	Tutorial computer program, charts and poster.  Display device projector for demonstration, and literature.  Display device projector for demonstration, and word processing program.

<b>TIME (WEEK/CLASSES)</b>	<b>UNIT CONTENT/CONCEPTS/ PROCESS</b>	<b>STATE STANDARD (NAT. STANDARD)</b>	<b>INSTRUCTIONAL STRATEGIES, LEARNING PRACTICES ACTIVITIES AND EXPERIENCES</b>	<b>MATERIALS AND RESOURCES</b>
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